

Hayward Water System Automatic Payments Authorization Form

Make your bi-monthly Hayward Water System payment automatically and electronically from your checking account. Free yourself of check writing, and avoid late fees. To enroll, follow these easy steps:

- 1. Complete this form with your Hayward Water System account information, Financial Institution information, and signature.
- 2. Enclose a blank check (checking account) from the account you would like debited, and mark **VOID.** For security purposes, please ensure that the name on the check matches the utility account holder's name.
- 3. Mail this form and your voided check to the address indicated below, scan and email to hss@hayward-ca.gov, drop it off at the Revenue Division located inside City Hall, or simply return with your next utility bill payment. Once your paperwork is processed, your next bill will be noted, "EFT is set-up. Payments are deducted every Friday before the delinquent date." Until you see this on your utility bill, EFT IS NOT SET-UP. Continue to make payments as normal until you see this notice.

Hayward Water System (HWS) Customer Information:	
Name on HWS Account:	
HWS Account Number:	_ HWS Customer Number:
Service Address:	·····
Financial Institution Information:	
Name:	
City:	_ State: Zip: Phone:
	(Always 9 digits.)
Account Number:	RRY TO THE ORIGINAL OF STATE O
*Note – Please confirm with your banking institution that your account can accept ACH Debits, and that you have provided the correct routing number for ACH transactions.	
I hereby authorize the Hayward Water System (hereinafter called HWS) to initiate debit entries to my checking account indicated above at the depository financial institution named above (hereinafter called Depository), and to debit the same to such account I	

I hereby authorize the Hayward Water System (hereinafter called HWS) to initiate debit entries to my checking account indicated above at the depository financial institution named above (hereinafter called Depository), and to debit the same to such account. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify HWS in writing of any changes in my account information or termination of this authorization at least 10 business days before the desired changed should take effect. I understand that the electronic debit will be submitted to Depository no less than three business days before the delinquent date on my bi-monthly utility bill, and this date will change with each bill. Also, it can take up to two billing cycles for automatic payments to be initiated on my account, and I will still be liable for payment on my account until notified that automatic payments have begun. In the case of an ACH transaction being rejected for Non-Sufficient Funds (NSF), I understand that HWS may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25 charge for each attempt returned NSF. I also acknowledge that the origination of ACH transactions to my account must comply with provisions of U.S. law. By signing below, I represent and warrant that I am legally authorized to access funds from the account specified above.

Signature:	Date:
Please check that you have included: ☐ Automatic Payments Authorization Form ☐ Voided check or savings withdrawal slip	Questions about this form? Call (510) 583-4600, or email hss@hayward-ca.gov